

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST

KAMPALA

2. AGENCY

USAID

3a. POSITION NO.

7990D

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

☐ a. Re-description of duties: This position replaces

Position No. _____

(Title)

(Series)

(Grade)

☒ b. New Position

☐ c. Other (explain) Update

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority

Program Mgmt. Assistant (District Operational Plan Coordinator)

9

b. Other

c. Proposed by Initiating Office

6. POST TITLE POSITION (if different from official title)**7. NAME OF EMPLOYEE****8. OFFICE/SECTION**

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee

Date(mm-dd-yy)

Typed Name and Signature of Supervisor

Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of Section Chief/Head

Date(mm-dd-yy)

Typed Name and Signature of Human Resources Officer

Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The District Operational Plan Coordinator will have comprehensive responsibility in targeted northern Uganda districts for coordinating, facilitating and supporting District Operational Plan (DOP) implementation. The incumbent will coordinate closely with six district DOP focal persons (as designated by district leadership), USAID implementing partners operating in the focus districts, all Development Objective Team Leaders and Program Specialists as well as the Program and Policy Development Office (PPD). The incumbent is supervised by the Northern Uganda Team Leader. The position is based in Gulu and requires extensive travel throughout northern Uganda.

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OF 298 (08-2001)

15 DESIRED QUALIFICATIONS

- a. Education: Completion of a bachelor's degree in the social sciences (e.g. international studies, business, political science/government) is required; completion of a master's degree in political science is preferred.
- b. Prior Work Experience: At least three years of progressively responsible professional work experience in northern Uganda in the field of development. Work experience should include procurement, event planning, monitoring, reporting, donor coordination, and logistics. Past experience working for a donor agency and working with local governments in northern Uganda is preferred.
- c. Post Entry Training: Familiarization with USAID policies and procedures, and regulations. On-the-job training including familiarization with the DOP process and procedures, the Automated Directives System (ADS), Mission Orders and other USAID planning and reporting databases. Other appropriate training will be identified as needed.
- d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read): Level IV English ability (fluent written, spoken and reading) and Level III (Good working knowledge) in Acholi language ability is required.
- e. Knowledge: Must have good working knowledge of Uganda's government institutions, local culture and civil society makeup. Knowledgeable of latest reporting procedures, events planning and budgeting processes is required.

Skills and Abilities: Proficiency in the use of Microsoft programs, specifically MS Word, Access and Excel is required; excellent people skills; ability to prioritize work, work independently, on own initiative and under pressure; ability to give direction; detail-oriented; and strong writing skills. Incumbent must be able to travel within northern Uganda for 50% of the time.

16 POSITION ELEMENTS

- a. Supervision Received: Supervision provided by the Northern Uganda Team Leader with substantial interaction with the Conflict Specialist and Deputy Program Officer.

Supervision Exercised: None

- c. Available Guidelines: USAID Mission Orders, Mission Strategy (CDCS), the Automated Directives System (ADS), the Federal Acquisition Regulations (FAR and AIDAR) and other published guidelines.
- d. Exercise of Judgment: A high level of judgment is required in this position in terms of decision-making, giving direction, and following through to ensure all details are managed. Substantial reliance will be placed on the incumbent to independently plan, prioritize, and carry out the specific activities entailed in fulfilling major duties and responsibilities. The incumbent will be expected to resolve problems that arise by determining the approach to be taken in making

independent judgments that can be defended as necessary.

e. Authority to Make Commitments: The incumbent cannot make commitments on behalf of the United States Government.

f. Nature, Level, and Purpose of Contacts: The incumbent will maintain contacts and work with USAID technical staff in USAID/Uganda and other agencies, district government officials, implementing partners and other stakeholders.

g. Time Expected to Reach Full Range of Duties: 12 Months

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

A. Program Planning 30%

- Develop schedules for the submission of data and information to districts by implementing partners on shared indicators;
- Plan implementation of all USAID DOP-related activities in a timely and integrated manner, including meeting with sector heads and implementing partners, reviewing and making recommendations on reports from IPs, and scheduling events;
- Plan and manage budgets and treasury forecasts related to acceleration of DOP activities in the districts in compliance with USAID financial regulations.

B. Program Management 30%

- Provide overall management of the DOP program, including planning meetings, providing guidance and coaching to district point persons, developing protocols for reporting and events, participate in review and collating of data, support the development of custom indicators by districts and implementing partners, and prepare related documentation for the DOPs process;
- Collaborate with the DOP Kampala-based Program Team, Northern Uganda Team Leader and the USAID Program Managers to plan and monitor activities of Implementing Partners in the districts and ensure they are in alignment with the District Development Plan;
- Promote and facilitate the demonstration of best practices and innovation within selected districts.

C. Monitoring and Reporting 20%

- Develop standardized formats for quarterly reporting of data by IPs to the district sector heads;
- Participate in support supervision/joint monitoring and joint management results framework reviews. Monitoring of expenditures against targets that should be in compliance with the District Development Plans (DDP) and National Development Plan and strategic frameworks and guidelines (e.g. Peace, Recovery and Development Plan);
- Maintain and update database of IPs and their activities in focus districts;
- Supervise the collection and review of documents, data and other information needed for USAID internal M&E purposes;
- Prepare field visit reports, presentations and documentation of DOP program activities;
- Report implementation obstacles to relevant Development Objective (DO) team members and make appropriate recommendations on how to resolve them.

D. Coordination 20%

- Develop and maintain working relationships with senior district officials to achieve local ownership and cooperation in planning while keeping up-to-date on district level political developments affecting USAID program activities;
- Serve as USAID liaison with the district administration and USAID Implementing partners in each focus district to coordinate and facilitate quarterly District Operational Plan meetings;
- Represent USAID in district planning meetings;
- Coordinate and integrate USAID technical assistance activities with USAID IPs, Government entities and other donors that operate in the areas of Local Government strengthening and monitoring social service delivery at the district level;
- Carry out mapping to ascertain areas of implementation by partners, identify information gaps to improve implementation and provide recommendations to improve performance.

Other tasks as may be assigned by your supervisor.